

JOB DESCRIPTION
MURFREESBORO WATER & SEWER DEPARTMENT
PART-TIME CUSTODIAN

1. JOB TITLE: PART-TIME CUSTODIAN

- 2. DEFINITION:** The Part-time Custodian is responsible for maintaining the overall cleanliness of the facility and surrounding grounds. The part-time custodian is responsible to the Superintendent, but must be able to judge work and perform duties as needed on a daily basis without the supervisor's presence. All employees are responsible to the Director and to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

3. EQUIPMENT/JOB LOCATION:

- a. The part-time custodian uses cleaning equipment including mops, brooms, buffing machines, vacuum cleaners and various other kinds of janitorial equipment.
- b. The employee works both inside the facility and outdoors on the grounds. Some work will be in inclement weather. The employee is exposed to dirt, dust, grease, loud noises, cleaning chemicals, foul odors, bodily fluids, waterborne and bloodborne pathogens.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Sweeps, mops and waxes floors and stairwells on a routine basis.
- b. Vacuums and cleans carpets.
- c. Cleans windows and changes light bulbs as needed.
- d. Dusts and/or polishes furniture, window ledges, banisters, ceilings, radiators, light fixtures, etc.
- e. Maintains and cleans restrooms, drinking fountains, and kitchens in a sanitary manner.
- f. Removes litter and waste paper from inside the building and on the grounds surrounding the building.
- g. Sets up and takes down for meetings and other activities.
- h. Carries equipment, tables and chairs up and down stairs.
- i. Utilizes safety measures and assists in the overall safety at all times inside the building and on the grounds.
- j. Replaces soap and paper products in dispensers.
- k. Requests supplies and equipment as needed.
- l. Sits, stands, stoops, climbs and walks intermittently.
- m. Must be able to perform job duties as described on essential functions addendum.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs minor maintenance.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be 18 years of age or older.
- b. Must have authorization to work in the United States.
- c. Must submit to and pass drug and alcohol screen.
- d. Knowledge of basic custodial procedures and ability to complete assigned tasks within work time comparable to other custodial personnel.
- e. Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
- f. Ability to perform a variety of routine cleaning tasks.
- g. Some knowledge and/or the ability to learn about occupational hazards and safety precautions.
- h. Knowledge of and the ability to use hand tools, such as hammers, screwdrivers, pliers, etc.
- i. Must have sufficient strength and ability to independently and repeatedly lift, move and carry objects weighing up to 50 pounds and repeatedly lift, move and carry objects weighing more than 50 pounds with assistance.
- j. Ability to carry equipment up and down stairs and climb ladders up to 20 feet and to change light bulbs and clean windows at heights up to 25 feet.
- k. Ability to report to work as scheduled and notify the appropriate individuals in advance if unable to work.
- l. Ability to carry out duties with a minimum of daily supervision.
- m. Knowledge of and the ability to operate janitorial equipment such as buffers, carpet cleaners, etc.
- n. Ability to perform semi-skilled tasks.
- o. Ability to establish and maintain an effective working relationship with the public and other employees.
- p. Education equivalent to graduation from an accredited high school; however, education may be waived by experience.
- q. Must be able to distinguish between different cleaning materials.
- r. Ability to work flexible hours with some weekend and holiday work required.
- s. Must be able to pass physical abilities test/post offer screen for employment.

Safety Sensitive
Non-Exempt
July 19, 2007

ESSENTIAL FUNCTIONS ADDENDUM
CITY OF MURFREESBORO
WATER & SEWER DEPARTMENT CUSTODIAN

The custodian is responsible for maintaining the overall cleanliness of the facility they are working for and the grounds surrounding the facility, and for the set-up of activities at their designated facility.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X	
20-50#		X		
50-75#		X		
75-100#	X			
>100#	X			
<u>Push/Pull</u>				
<50#			X	
50-100#		X		
100-150#	X			
>150#	X		X	

Depending on the job duties assigned for the day the employees may be performing lifting and pulling on a more frequent or less frequent basis. However, job duties may change throughout the week depending on the needs of the individual department for the custodian.

Bending/Squatting/Twisting/Crouching – Is required constantly throughout the day while mopping, dusting, painting, sweeping, vacuuming, polishing, buffing the floors, etc. Also required emptying trash, changing light bulbs and moving furniture.

Pushing/Pulling – Is required constantly moving equipment, and furniture, mopping, painting, sweeping, vacuuming, and buffing floors. Also used when using a 12-foot pole to clean the outside windows.

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Lifting/Carrying – Is required frequently during the day moving equipment and furniture for cleaning purposes or setting up for a function. Required for storing cleaning supplies, painting, using 12-foot pole to clean outside windows, removing trash and using hand tools.

The following items were weighed and can be lifted, carried, pushed, pulled or manipulated in a fashion using all 4 components.

<u>Item</u>	<u>Weight</u>
55 gallon trash bag (filled with paper products).	10#
	32#
	28#
Vacuums	23#
	15#
Tables	60#
	50#
Chairs	10#
	22#
Box of bleach	12#
Box of Lysol	30#
Desks	150#
	220#
Wet vac (on four wheels)	60#
High speed buffer (on four wheels)	100#
Filing cabinet	220#
5-gallon mopping bucket	32#

Employees are able to get help lifting heavy objects, but must be able to lift up to 50# without assistance. Dollies are available to help with moving equipment and furniture.

Standing/Walking – Can be required constantly throughout the day depending on the job duties assigned.

Sitting – Required occasionally. Able to sit during breaks and at lunch.

Reaching – Required constantly painting, sweeping, cleaning windows, dusting, buffing, mopping, changing light bulbs, etc.

Manual dexterity/Gripping – Required constantly while performing cleaning duties. Also required occasionally using small tools including: hammers, screwdrivers, wrenches, pliers, small drills, etc.

Fine Motor Control – Can be performed when using small hand tools and changing light bulbs.

Overhead activity – Required frequently painting, washing outside windows, changing light bulbs, and dusting high placed objects.

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Climbing – Climbing ladders is required when changing light bulbs, and painting. Also required to ambulate stairs.

Tools handled:

Hammer
Screwdriver
Wrenches
Vacuum
Buffer
Wet vac
Mop
Broom
Small drills
Pliers
Paint brush

Work Conditions

Exposed to:

Hot temperatures
Cold temperatures
Sudden changes in temperatures
Noise
Slippery surfaces
Rain
Snow

Need physical ability for:

Squatting
Bending/Crouching
Stooping
Hand gripping
Fine motor control
Twisting
Hand/Eye coordination
Pushing/Pulling
Lifting/Carrying
Reaching
Overhead activity
Climbing
Kneeling